

M e m o r a n d u m

Date: October 12, 2010

To: Office of the Commissioner
Attention: Commissioner J. A. Farrow

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.11731.15096.010

Subject: FINAL 2010 COMMAND PERFORMANCE REVIEW OF THE
MORONGO BASIN AREA

I am issuing this final performance review report of the Morongo Basin Area pursuant to Government Code (GC) §13887, the California Highway Patrol (CHP) Audit Charter and CHP Audit Plan. The review focused on the operations of the command related to arrest reports, evidence and property, officer's monthly activity forms, manager and supervisor evaluations, ride-along program, special duty positions, unusual occurrence log, subpoenas and court attendance, daily field reports, secondary employment documentation for employees, inconsistent and incompatible activities statement documentation, and the maintenance of substance abuse kits.

The inspection findings for the Morongo Basin Area are as follows:

1. One of 20 (five percent), of the evidence numbers inspected containing a gun had a significant span of time between the date the officer booked the item and the date the evidence officer received the item. Item E20090106 had a span of 24 calendar days.
Note: Moderate to high risk
2. The Performance Appraisal, CHP 118S, for one sergeant in 2009 and another sergeant in 2008, were not completed by the Area commander within 60 days following the end of the calendar year.
3. The Area commander signed one performance appraisal for a sergeant, CHP 118S, for 2009 and 2008 as both the rater and reviewer.
4. The School Bus Officer/Coordinator's (SBOC) Monthly Activity Report, School Pupil and Farm Labor Safety form, CHP 100E, was not reviewed and signed by a supervisor each month.

Safety, Service, and Security

5. The Area did not use the correct procedure to void a Vehicle Identification Number (VIN) label in 1997. The VIN plate was cut in two pieces and across the control number instead of into three pieces as required by policy.

The Morongo Basin Area commander agreed with the findings, and has taken corrective action to improve command operations. The commander's response is attached and is incorporated into this final report.

In accordance with the *International Standards for the Professional Practice of Internal Auditing* and Government Code §13887 (a) (2), this report, the response, and any follow-up documentation is intended for the Office of the Commissioner; Assistant Commissioner, Field; Office of Inspector General; Office of Legal Affairs; and Inland Division. Please note this report restriction is not meant to limit distribution of the report, which is a matter of public record pursuant to GC §6250 et seq. In accordance with the Governor's Executive Order S-20-09 to increase government transparency this report will be posted on the CHP internet website, and on the Office of the Governor's webpage, located on the State Government website.

Inland Division has reviewed the response submitted by the Morongo Basin Area and agreed with the Area commander. As a result, no further reporting is required and the matter is considered closed.

The Office of Inspector General would like to thank the management and staff of the Morongo Basin Area for their cooperation during the inspection.

If you have any questions, or are in need of additional information, please contact me or Lieutenant Paul Schroeder at (951) 486-2829.


R. J. JONES, Captain
Interim Inspector General

Attachment

cc: Assistant Commissioner, Field
Morongo Basin Area
Inland Division
Office of Legal Affairs
Office of Inspector General

M e m o r a n d u m

Date: August 31, 2010

To: Office of Inspector General

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Morongo Basin Area

File No.: 870.12543.13906

Subject: RESPONSE TO DRAFT MORONGO BASIN AREA COMMAND
PERFORMANCE REVIEW REPORT

This memorandum is intended to serve as the written response to the draft command performance review report of the Morongo Basin Area as required by the Office of Assistant Commissioner, Inspector General's memorandum dated August 25, 2010.

FINDINGS REQUIRING FOLLOW-UP:

Finding 1 – Agree. The Morongo Basin Area had one firearm booked into evidence which had a 24 day span before the evidence officer received the item. This was a result of the evidence officer being on vacation and the back up officer not having a key to the evidence room. The Morongo Basin acknowledges the need for expedited reception of items placed into evidence. As a resolution, the evidence officer has provided the back up officer with the key to the evidence room during his scheduled vacations and extended absences. The back up officer has received the evidence items in the absence of the primary evidence officer, thus alleviating the extended time taken to receive booked items.

Finding 2 – Agree. The Performance Appraisal, CHP 118S, for one sergeant for 2009 and another for 2008 were not completed by the Area Commander within 60 days following the end of the calendar year. The Morongo Basin Area's Commander was out of state dealing with the terminal illness and subsequent death of his mother within the first 60 days of 2010, thus impacting the completion of one CHP 118S for 2009. The Area Commander was not the commander of the Morongo Basin Area during the first 60 days of 2009. The Morongo Basin Area recognizes the importance of accurate and timely submission of employee evaluations. The Morongo Basin Area Commander will ensure adequate time to complete these appraisals.

Finding 3 – Agree. The Area Commander signed one sergeant's performance appraisal (CHP 118S) as both the rater and the reviewer. The Morongo Basin Area Commander admits that the signature in the reviewer's box was an unintentional error. The Morongo Basin Area Commander understands the importance of proper review of the documents and will avoid a reoccurrence.

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BY: 

Finding 4 – Agree. The School Bus Officer/Coordinator's (SBOC) Monthly Activity Report, School Pupil and Farm Labor Safety form (CHP 100E) is not reviewed and signed by a supervisor each month. The supervisor overseeing the SBOC received the SBOC's CHP 100E by email and reviewed the document on a monthly basis; however the SBOC was not providing a hard copy to be signed and filed. The supervisor of the SBOC now requires the SBOC to provide the hard copy of the CHP 100E monthly for review, signatures and filing.

Finding 5 – Agree. The Area did not use the correct procedure to void a Vehicle Identification Number (VIN) label in 1997. The VIN plate was cut into two pieces and across the control number instead of into three pieces as required by policy. The Morongo Basin Area is aware of the importance to properly void VIN plates. The Area's current VIN Officer is aware of the proper procedure to void a VIN plate and will prevent a reoccurrence.

Questions regarding this response may be directed to Lieutenant Tompkins via e-mail at ttompkins@chp.ca.gov or by telephone at (760) 366-3707.



T. W. TOMPKINS, Lieutenant
Commander

cc: Office of the Assistant Commissioner, Field
Inland Division

**OFFICE OF
INSPECTOR GENERAL**



**2010 MORONGO BASIN AREA
PERFORMANCE REVIEW**
(Original)

2010 MORONGO BASIN AREA PERFORMANCE REVIEW

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Command: Morongo Basin	Division: Inland Division	Chapter: Performance Review
Inspected by: Sergeants R.A. Mendez and J-P Hannum		Date: 07/06/10 - 07/08/10

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, and corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input checked="" type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 36 hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Office of Inspector General Due Date:		

Performance Review:

The Office of Inspector General (OIG) conducted a performance review of the Morongo Basin Area. The review team arrived on Tuesday, July 6, 2010, and completed their work on Thursday, July 8, 2010. The following inspectors worked the corresponding hours as indicated below:

Inspector	Number of Hours
Sergeant R. A. Mendez, #15096	18
Sergeant J-P Hannum, #16163	18
Total Hours	36

The review team used the methodology described at <http://home.chp.ca.gov/acinspgen/oi> and examined 13 separate topics. The time period utilized differed in relation to the topic examined. The following topics and dates are indicated below:

Topic Inspected	Dates Examined
1. Arrest Reports	06/01/2009 – 05/31/2010
2. Evidence/Property	04/28/2009 – 05/31/2010
3. Monthly Activity - Officer's Evaluation / Activity Summary, CHP 100	12/01/2009 – 05/31/2010
4. Evaluations – Supervisors and Managers	01/01/2006 – 05/31/2010
5. Ride-Along Program	06/01/2009 – 05/31/2010
6. Special Duty Positions	01/01/2008 – 05/31/2010
7. Rotation of Special Duty Positions	01/01/2008 – 05/31/2010
8. Unusual Occurrence Log	12/01/2009 – 05/31/2010
9. Subpoenas and Court Attendance	12/01/2009 – 05/31/2010
10. Daily Field Report, CHP 415	12/01/2009 – 05/31/2010
11. Notice to Engage in Secondary Employment, CHP 318	12/01/2009 – 05/31/2010
12. Receipt of Inconsistent and Incompatible Activities Statement, CHP 18	12/01/2009 – 05/31/2010
13. Substance Abuse Kits	Current

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FINDINGS REQUIRING FOLLOW-UP

1. One of 20 (5 percent), of the evidence numbers inspected containing a gun had a significant span of time between the date the officer booked the item and the date the evidence officer received the item. Item E20090106 had a span of 24 calendar days.

Note: Moderate to high risk

2. The Performance Appraisal, CHP 118S, for one sergeant in 2009 and another sergeant for 2008 were not completed by the Area Commander within 60 days following the end of the calendar year.
3. The Area commander signed one sergeant's performance appraisals (CHP 118S) for 2009 and 2008 as both the rater and reviewer.
4. The School Bus Officer/Coordinator's (SBOC) Monthly Activity Report, School Pupil and Farm Labor Safety form (CHP 100E) is not reviewed and signed by a supervisor each month.
5. The Area did not use the correct procedure to void a Vehicle Identification Number (VIN) label in 1997. The VIN plate was cut in two pieces and across the control number instead of into three pieces as required by policy.

ARREST REPORTS

Objective:

- Review of the articulable facts of probable cause related to arrest reports for Penal Code sections 148(a)(1) and 647(f) arrests in order to ensure adherence to departmental policy and pertinent laws. Assess the application of associated departmental policy and compliance by Department employees.

Findings:

- None.

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Observations:

- The Area had a total of 337 arrest reports during the review period. Five arrest reports were for 148(a)(1) PC and five were for 647(f) PC. The combined 148(a)(1) PC and 647(f) PC arrests reports accounted for 1.5% of all arrests for the review period.
- All five 148(a)(1) PC arrest reports reviewed were filed by the District Attorney. One is pending disposition, three had a final disposition of guilty and one was rejected for prosecution.
- All five 647(f) PC arrest reports reviewed were filed by the District Attorney. Two cases are pending disposition and three had a final disposition of guilty.

EVIDENCE / PROPERTY

Objective:

- Review and sample evidence/property focusing on drugs, guns, and money entering the evidence system from the time of the last Evidence Inspection conducted by the OIG to the time of this review to verify the command is in compliance with applicable departmental policy and to ensure the continued integrity of the evidence/property system.

Findings:

- One of 20 (5 percent), of the evidence numbers inspected containing a gun had a significant span of time between the date the officer booked the item and the date the evidence officer received the item. Item E20090106 had a span of 24 calendar days. The Evidence Officer was on vacation and the back-up evidence officer did not have a key to access the evidence room or temporary locker to remove the item from the temporary locker.

Note: Moderate to high risk

Observations:

- The evidence room security log was reviewed and it is being utilized according to current policy.
- Evidence is maintained according to policy. All items identified for inspection were located and quarterly audits are being conducted. The Area has conducted five quarterly audits since the last inspection conducted by the Office of Inspector General on April 28, 2009.

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- All items located containing controlled substances reflected both gross and net weights on the CHP 36 Evidence/Property Receipt/Report, the CHP 36B Evidence/Property Log and in the Area Information System (AIS).
- All CHP 36 forms for items containing guns had the required documentation.
- All CHP 36 forms inspected containing currency documented two persons counting the money.

MONTHLY ACTIVITY – OFFICER'S EVALUATION / ACTIVITY SUMMARY, CHP 100

Objective:

- Review the CHP 100, Monthly Activity forms to verify processing at all levels is being completed timely and in accordance with applicable policy and Standard Operating Procedures (SOP) for performance comments/ratings.

Findings:

- None.

Observations:

- Eight out of 20 (40 percent), of the CHP 100 forms reviewed did not contain the initials of a supervisor indicating a 15 day review had been completed.
- The Area's SOP outlines procedures for the timely completion of CHP 100, Officer's Evaluation/Activity Summary forms.

EVALUATIONS – SUPERVISORS AND MANAGERS

Objective:

- Review supervisor's and manager's evaluations for timeliness and to ensure they are being completed as directed by applicable policy.

Findings:

- The Performance Appraisal, CHP 118S, for one sergeant for 2009 and another sergeant for 2008 were not completed by the Area Commander within 60 days following the end of the calendar year.

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- The Area commander signed one sergeant's performance appraisals (CHP 118S) for 2009 and 2008 as both the rater and reviewer.

Observations:

- The Area's SOP outlines procedures for the timely completion of CHP 112, Management Summary Forms.
- Completed CHP 112 forms for supervisors are being kept in the commander's office.
- All CHP 112 forms reviewed were completed as directed by applicable policy.

RIDE-ALONG PROGRAM

Objective:

- Review and evaluate the application of departmental policy including local SOP for civilian ride-alongs. Verify the use of the CHP 428, Release and Waiver of Liability form to ensure accuracy and consistency in support of the effort to increase safety and reduce liability. Review pertinent documents and systems to verify that supervisors are conducting quarterly ride-alongs with Officers.

Findings:

- None.

Observations:

- All twenty CHP 428, Release and Waiver of Liability forms evaluated did not reflect the purpose of the civilian ride-along.
- The Area developed a comprehensive supervisory ride-along rating sheet for officers. Some of the rating sheet's contents are based on the Collision Avoidance Tactics listed in HPM 10.6, Occupational Safety Manual. The officers are evaluated based on the following categories: Pre-driving, General Driving Habits (Surface Streets), General Driving Habits (Highway), Night Driving, Emergency Operation, Stopping Violators, Special Attitudes/Habits, Departmental Policy Reviewed, and Occupational Safety. The form is signed by the officer, sergeant, and commander. The completed form is filed with the officer's CHP 100 form.

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SPECIAL DUTY POSITIONS

Objective:

- Review functions of the VIN Officer, School Bus Officer/Coordinator (SBOC), and Tow Officer. Verify these positions are administered effectively in accordance with departmental policy, "best practices," and SOP to verify departmental value along with system integrity.

Findings:

- The School Bus Officer/Coordinator's (SBOC) Monthly Activity Report, School Pupil and Farm Labor Safety (CHP 100E) is not reviewed and signed by a supervisor each month. The SBOC completes the CHP 100E electronically and emails the completed form to the Inland Division SBOC and the Area SBOC's supervisor concurrently. Signed copies of the CHP 100E are not maintained by the SBOC or the SBOC's supervisor.
- The Area did not use the correct procedure to void a vehicle identification number (VIN) plate in 1997. The VIN plate was cut in two pieces and across the control number instead of into three pieces as required by policy.

Observations:

- One officer holds the position of VIN Officer, AI Officer, Evidence Officer, and MVARs coordinator. This same officer is also the back-up Tow Officer, SBOC, and Front Desk Officer.
- One officer holds the position of SBOC and Tow Officer. This same officer is also the back-up AI Review and Court Officer.
- One officer holds the position of Court and Front Desk officer. This officer is also the back-up VIN and Evidence Officer.
- The Area has SOP for the duties related to the VIN Officer and procedures for voiding VIN labels.
- The Area utilizes the CHP 97A, Monthly Inventory Control Replacement form when requesting VIN labels or rivets from Field Support Section.
- The back-up VIN Officer does not possess a second set of keys to the locked drawer/cabinet where the VIN labels are kept. A spare key is maintained in a locked key box located in the Sergeant's office.

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- The Area has SOP for the duties of the SBOC.
- The back-up SBOC Officer does not possess a second set of keys to access the locked CHP special certificates and tests. A spare key is maintained in a locked key box located in the Sergeant's office.
- The Area has SOP for the duties of the Tow Officer.
- The Area did not have a roster of attendees for the last annual open enrollment meeting with tow companies, which was held on May 18, 2010. The last meeting was attended by the Area Commander and his staff and a public safety dispatch supervisor.

ROTATION OF SPECIAL DUTY POSITIONS

Objective:

- Review selection criteria, staffing levels, assignments, and rotation to evaluate the tenure of the current position holders and adequacy of SOP to address the duration and distribution of these positions.

Findings:

- None.

Observations:

- The Area has SOP establishing a maximum time (five years) officers can remain in special duty positions. Officers assigned to special duty positions are being rotated according to the established SOP guidelines.
- The special duty positions have been occupied by the current officer for the following time periods:
 - The current SBOC has been in the position for two years.
 - The current VIN Officer has been in the position for two years.
 - The current Tow Officer has been in the position for two years.
 - The AI Review Officer has been in the position for two years.
 - The current Court Officer has been in the position for seven months.
 - The current Evidence Officer has been in the position for two years.

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- The current Front Desk Officer has been in the position for seven months.

UNUSUAL OCCURRENCE LOG

Objective:

- Review 20, twenty-four hour periods during the review period and evaluate for accuracy, timeliness, and consistency in accordance with SOP, "best practices," and departmental policy.

Findings:

- None.

Observations:

- The Area has SOP to ensure personnel follow notification policies and procedures.
- The Area documents high profile/threshold incidents, daily briefings, and employees requesting sick leave in the unusual occurrence log. The log is maintained using a Microsoft Access database and can only be accessed by sergeants and/or the Commander.

SUBPOENAS AND COURT ATTENDANCE

Objective:

- Review 20 total subpoenas and evaluate local procedures to verify compliance with laws and departmental policy to determine the effectiveness of the system and court attendance of departmental employees.

Findings:

- None.

Observations:

- The sergeants regularly attend court to ensure the officers attend their scheduled court appearance, are wearing the proper attire, provide effective testimony, and display the appropriate demeanor. This is documented in the sergeant's CHP 112 and the officer's CHP 100. If an officer fails to attend court, the sergeant addresses this issue with the

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officer and the appropriate action is taken. The local court does not notify the Area of missed appearances by officers.

- Two out of 20 (10 percent), of the CHP 415 forms reviewed lacked documentation for final disposition of the case. This information is considered "best practice" and should include court name, case number, defendant's name, charge, and final disposition.
- The Court Officer uses AIS to track and document the final disposition of criminal cases (misdemeanors and felonies). The Court Officer checks the San Bernardino County Superior Court website every two weeks on pending cases and updates AIS accordingly.

DAILY FIELD REPORT, CHP 415

Objective:

- Review and evaluate 20 calls for service, traffic collision investigations, and other related incidents in the previous six months to verify the accuracy, thoroughness, and effectiveness of the documentation process by departmental employees. Determine the timeliness in which traffic collisions are completed and available to members of the public.

Findings:

- None.

Observations:

- Two of 20 (10 percent), of the CAD log entries containing non-injury motor vehicle traffic collisions were documented as "ADV" on the officer's CHP 415s.
- All 20 CHP 415 forms reviewed documented the officer responding to traffic collisions.
- A traffic collision report was taken, documented, and reconciled with entries located in AIS for 17 of the 20 traffic collision responses reviewed.
- Sixty eight collision investigations/reports were taken during the review period and 66 (97 percent), were made available to the public within eight working days.
- All of the arrests documented on the reviewed CHP 415 forms were entered into AIS.
- Six of 20 (30 percent), of the CHP 415 forms reviewed did not correctly document verbal warnings (Verbal). The Verbal entries did not contain either the driver license number of the violator and/or the reason for the contact.

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- Two of 20 (10 percent), of the CHP 415 forms reviewed did not correctly document motorist services. The entries did not contain the vehicle information.
- One of 20 (5 percent), of the CHP 415 forms reviewed did not correctly document aid to disabled motorists. The entries did not contain the vehicle information.
- None of the CHP 415's reviewed for this category contain CHP 422 entries

NOTICE TO ENGAGE IN SECONDARY EMPLOYMENT, CHP 18

Objective:

- Review forms in conjunction with the associated logs and selected personnel files focusing on accuracy, timeliness, and compliance with applicable policy to reduce departmental liability resulting from potential conflicts of interest.

Findings:

- None.

Observations:

- The Area has one employee with active secondary employment documentation on file. The documentation is complete and in compliance with policy.

RECEIPT OF INCONSISTENT AND INCOMPATIBLE ACTIVITIES STATEMENT, CHP 18

Objective:

- Review completion of forms and verify the form revision date to ensure compliance with departmental policy.

Findings:

- None.

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Observations:

- All ten personnel files inspected contained a signed CHP 18 form with the most current revision date.

SUBSTANCE ABUSE KITS

Objective:

- Review the substance abuse kits and determine the availability, expiration date, and security of the kits as required by departmental policy.

Findings:

- None.

Observations:

- The two Kroll Substance Abuse Kits were inspected and found to be in good condition, containing the applicable items, and maintained in a secure area accessible to all supervisors.

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Commander's Response: ☒ Concur or ☐ Do not concur (Do not concur shall document basis for response)

Please provide response in the form of a CHP 51, MEMORANDUM.

Inspector's Comments: Shall address non concurrence by Commander (e.g., findings revised, findings unchanged, etc.)

Required Action:

Corrective Action Plan/Timeline

Please provide response in the form of a CHP 51, MEMORANDUM.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8, for appeal procedures.)	Commander's Signature: 	Date: 8/31/10
	Inspector's Signature: 	Date: 08/16/10
<input type="checkbox"/> Reviewer discussed this report with the employee. <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	Reviewer's Signature: 	Date: 9-14-10

Section

B

STATE OF CALIFORNIA
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COMMAND INSPECTION PROGRAM COMMAND PERFORMANCE REVIEW CHECKLIST

Command: Morongo Basin	Division: Inland Division	Number:
Evaluated by: Sergeant R. A. Mendez, #15096		Date: 07/06/10-07/08/10
Assisted by: Sergeant J-P Hannum, #16163		Date: 07/06/10-07/08/10

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the review shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

Type of Inspection:

☒ Executive Office Level

Follow-up Required:

☒ Yes ☐ No

☐ Follow-up Inspection

Lead Inspector's Signature:

Commander's Signature:

Date:

5/3/10

Note: A "Yes" response indicates full compliance with policy. If a "No" or "N/A" box is checked the "Remarks" section shall be utilized for explanation.

Questions 1 through 11 pertain to the review of Arrest Reports.

Consider the following when reviewing arrest reports:

"Probable cause to arrest is a set of facts that would cause an officer or citizen of similar training and experience of the arresting officer or citizen to form an honest and strong belief that the individual has committed a crime, based on the totality of the circumstances."

"Reasonable suspicion is a set of specific and articulable facts that leads an officer to reasonably believe that a crime is occurring, is about to occur, or has occurred, and that the person detained is connected to that activity which is criminal in nature. A detention is an exertion of authority that is something less than a full arrest, but more substantial than a simple contact or consensual encounter."

**Reference: HPM 81.5, Drugs Program Manual, Chapter 1
G.O. 100.91, Search and Seizure Policy**

1. For the determined time period, how many 148(a)(1) PC arrests did Area personnel make?	5		Remarks:
2. Identify the individual who has made the most arrests for 148(a)(1) PC. Of the reports reviewed, determine the total arrests (and the percentage) this employee is responsible for.			Remarks: There was one officer, ID series of 19000 who made two of the 5 arrest reports reviewed
3. For the determined time period, how many 647(f) PC arrests did Area personnel make?	5		Remarks: Review period was pushed back to one year prior to the inspector's arrival and no other reports were found.
4. Identify the individual who has made the most arrests for 647(f) PC. Of the reports reviewed, determine the total arrests (and the percentage) this employee is responsible for.			Remarks: Five arrests were made by five different officers.
5. For the determined time period, what percentage of the total number of arrests were for 148(a)(1) PC and 647(f) PC?			Remarks: 1.5 percent (10 of 337 total arrests)

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6. Are supervisors signing page one of the reports, verifying they are reviewing the reports for content, compliance with policy, and accuracy prior to filing the report with the court or district attorney?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. After examining the chronology of events in the arrest report narrative, were the rights of the arrestee honored by not being asked incriminating questions prior to being Mirandized or being asked questions related to the crime after they invoked their Miranda rights?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8. Does the arrest report articulate the officer's seizure of any property/evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Does the arrest report articulate a legal basis to seize items taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. Of the reports selected for review, how many resulted in a conviction?				Remarks: Three
11. For each arrest report inspected and related to the charge(s) of 148(a)(1) PC or 647(f) PC, are the conclusions of the arresting officer supported by articulated facts to support the arrest?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p><u>Conclusions</u></p> <p>Assaultive</p> <p>Non-Compliant</p> <p>Resistant</p> <p>Matched description</p> <p>Officer Safety</p> <p>Area</p> <p>Suspicious activity</p> </div> <div style="width: 65%;"> <p><u>Facts</u></p> <p>Specific verbal threats or statements, furtive movements, boxer's or fighting stance, rapidly closed distance, clinched fists, lunged or grabbed at officer, scanning the area.</p> <p>Specific statements such as "I'm not going to jail", ignored commands, acted contrary to commands, walked away, illogical responses.</p> <p>Pulled away, folded arms, became rigid, attempted to hide, unresponsive to physical force.</p> <p>Height, weight, clothing, gender, race, hair color, vehicle description, direction of travel.</p> <p>Weapons, physical size, putting hands in pockets, characteristics of being armed, proximity to weapons, time of day.</p> <p>Number and type of arrests, personal observations, citizen's complaints, statistics.</p> <p>Unusual appearance for area (heavy coat in summer), unprovoked flight, looking in vehicles.</p> </div> </div>				

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Questions 12 through 20 pertain to the Evidence/Property System review				
12. Is the "Chain of Possession" section of the CHP 36, Evidence/Property Receipt/Report, completed for all movements of the evidence/property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Are the net and gross weights of controlled substances or suspected controlled substances recorded on the CHP 36 and CHP 36B, Evidence/Property Log, and in the Area Information System (AIS)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
14. Do the CHP 36 forms contain an officer-in-charge or supervisor's signature, date, or initials, indicating the document and/or the evidence had been reviewed for compliance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
15. Does the evidence supervisor conduct quarterly inspections and annual inventories of the evidence/property system, placing an emphasis on guns, drugs, and money, while following the procedures outlined in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Were all items associated with the evidence numbers selected for inspection located?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Are items consisting of guns, drugs, and/or money being routinely purged as set forth in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Does the commander ensure evidence/property is not left in temporary lockers more than one day, excluding weekends and holidays?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: One out of 20 evidence items was booked on 12/18/09, the Sergeant and Evidence Officer (EO) did not sign the CHP 36 until 1/11/10 (24 days). The EO stated he was on vacation and was under the impression he is supposed to maintain possession of the keys at all times. The spare key is sealed and secured in the commander's office and it was his understanding that accessing the spare key would require a CHP 51 stating a reason every time the spare key is accessed.
19. Is there documentation to support management's proactive involvement with their Area's evidence/property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. If necessary, has the commander taken proactive steps to meet with the district attorney(s) to coordinate and improve the purging process of evidence items?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 21 through 30 pertain to Personnel's Monthly Activity review				
21. Is the CHP 100 form, Officer's Evaluation/Activity Summary being utilized by all officers regardless of assignment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Are officers completing a CHP 100 form for each calendar month of the year?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. During the period being recorded on the CHP 100 form, is the form accessible to both the officer and supervisor(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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24. Are 15 day reviews being conducted by supervisors on the CHP 100 forms?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Eight out of 20 (40 percent) CHP 100 forms reviewed did not contain a 15-day supervisor initial or date.
25. During the end of the month review, are all applicable critical task ratings being completed by the supervisor(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
26. Are critical task ratings of "Excellent" or "Needs Improvement" supported with comments by the supervisor documented on the CHP 100 form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
27. Does the command's Standard Operating Procedures (SOP) outline procedures for the timely completion of CHP 100 forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
28. Are all signature blocks on the CHP 100 form completed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
29. Are completed CHP 100 forms for the current year for individual officers maintained in separate files by the supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
30. Are the CHP 100 forms secured in a locked file after the review process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 31 through 45 pertain to Evaluations review				
31. Does the command's SOP outline procedures for the timely completion of CHP 112, Management Summary forms?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
32. Are sergeants completing a CHP 112 form every calendar month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
33. Are raters reviewing the CHP 112 on a regular basis and providing monthly ratings on all appropriate critical tasks at the end of each calendar month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
34. Are reviewers examining and initialing the completed CHP 112 at the end of each calendar month (and at any other time deemed appropriate)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. During the period when comments are being recorded on the CHP 112, is the form maintained in a location available to both the sergeant and his/her immediate supervisor and inaccessible to non-supervisory personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is the CHP 118S, Performance Appraisal – Sergeant, being completed, signed, and processed within 60 days following the end of each calendar year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Annual performance evaluations for two Sergeants were not completed by the Area Commander within 60 days following the end of the calendar year. Both the rater and reviewer for one of the Sergeant's CHP 118S (2008 and 2009) were signed by the Area Commander.
37. Are probationary sergeants receiving performance appraisals at the end of four, eight, and 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The Area had no probationary sergeants during the review period.
38. Is the CHP 118MM, Performance Appraisal – Middle Manager, being completed, signed, and processed within 60 days following the end of each calendar year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Morongo Basin is a Lieutenant Command Area.

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39. Are probationary managers receiving written performance appraisals at the end of four, eight, and 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The Area had no probationary manager(s) during the review period.
40. Is the CHP 118N, Performance Appraisal – Motor Carrier Specialist II, being completed, signed, and processed within 30 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are no Motor Carrier Specialist II's assigned to Area.
41. Is the CHP 118P, Performance Appraisal – Motor Carrier Specialist III, being completed, signed, and processed within 60 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are no Motor Carrier Specialist III's assigned to Area.
42. Is the CHP 118PSDS1, Performance Appraisal – Public Safety Dispatch Supervisor I, being completed, signed, and processed within 60 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are no Public Safety Dispatch Supervisor I's assigned to Area.
43. Is the CHP 120, Individual Development Plan for Future Job Performance of Permanent Employee, completed within 30 days following the employee's anniversary date of appointment in the current job classification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
44. Is the STD 636, Report of Performance for Probationary Employee, completed every two months, four months, and six months for employees serving six-month probationary periods?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
45. Is the STD 636 completed every four months, eight months, and 12 months for employees serving 12-month probationary periods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: There are no non-uniformed probationary employees assigned to the Area.
Questions 46 through 54 pertain to the Area's Ride-Along Program review				
46. Has the command developed SOP to ensure ride-alongs within their Area are in accordance with GO 100.42, Ride-Alongs and HPM 70.16, Recruitment Program Manual, Chapter 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
47. Is a CHP 428, Release and Waiver of Liability, form being completed for all non-CHP employee ride-along participants prior to the ride-along?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Do the command's CHP 428 forms explain the purpose of the ride-along(s)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Twenty CHP 428 forms reviewed did not contain the purpose of the ride-along.
49. Are the CHP 428 forms being retained for one year?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
50. Is the California Law Enforcement Telecommunications System (CLETS) being used to obtain record checks on individuals who wish to ride-along with an officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
51. Are all ride-along requests being forwarded and reviewed by the Area commander or his/her designee prior to the ride-along taking place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
52. Does the Area have an SOP for quarterly supervisor ride-alongs with officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
53. Are shift supervisors participating in at least a one hour ride-along per year with officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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54. Does the Area have an established system in place for recording supervisor ride-alongs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 55 through 83 pertain to Special Duty positions review				
55. Does the Area have a SOP for the duties related to the VIN (Vehicle Identification Number) officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
56. Does the Area's SOP contain procedures for voiding VIN labels?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
57. Does the Area comply with departmental policy for voiding VIN labels?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The last time the Area voided a VIN plate was on April 13, 2007. The VIN was cut in two pieces and across the control number.
58. Does the Area retain copies of the memorandums documenting VIN labels being voided? How long are the memorandums being retained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Per the Area's OSSI, the CHP 51 for voiding VIN labels are retained for five years.
59. Are replacement VIN plates requisitioned from Field Support Section (FSS) using a CHP 41, Supply Requisition form or a CHP 97A, Monthly Inventory Control Replacement VIN plates (Blank Un-Numbered) form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area uses the CHP 97A to requisition VIN plates and rivets.
60. Is the Commander or designee signing the CHP 41 form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: The Area uses the CHP 97A to requisition VIN plates and rivets
61. Did the VIN Officer complete the CHP 97, Monthly Inventory Control Replacement VIN plates, Pre-numbered form, and the CHP 97A, at the end of each month and ensure the Commander signs both?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
62. Did the VIN officer complete either a DMV Reg. 124, Application for Assigned Vehicles Identification Number Plate, or DMV Reg. 256, Statement of Facts, for every VIN plate issued by the command, and attach these documents to the CHP 97B, VIN Paperwork Reproduction Master form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
63. Are the replacement VIN labels (both numbered and un-numbered) kept in a locked location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
64. Are the non-issued Blank un-numbered and pre-numbered VIN plates on hand at the Area accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
65. Does the Area's backup VIN officer have keys to the locked drawer/cabinet where the VIN labels are kept?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Officer E. Brewer, #17875 is the Area's back-up VIN Officer and does not possess a second set of keys. A spare key is locked in a key box located in the Sergeant's office.
66. Does the Area have a SOP for the School Bus Officer/Coordinator (SBOC)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
67. Has the SBOC attended the required annual training hosted by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Last attended on 10/19/09
68. Does the Area have trained backup personnel for the SBOC position?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Levi Miller, #16022
69. Are CHP 295H, Driver Certificate Log(s), being maintained for the current year plus three years?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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<p>70. Does the CHP 295H form contain the required information as indicated below?</p> <ul style="list-style-type: none"> • California Special Driver Certificate • DL-45 number • The DL-45 issue date • The applicant's name or drivers license number • The type of certificate (e.g., original-SB, renewal-FL, or duplicate-SP) • The total fees collected • The initials of persons transferring the fees collected • Any other notations? 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Reviewed February 2010
71. Is the SBOC completing a CHP 295E, Applicant Reference form for each applicant file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
72. Are the CHP special certificates and tests stored in a locked cabinet that has restricted access?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
73. Other than the SBOC, who has access to the certificates?				Remarks: The spare key is retained at the Sergeant's office locked in a key box. The back-up SBOC Levi Miller, #16022, can access the certificates by obtaining the key from a Sergeant.
74. In the event an applicant fails a test, are there procedures in place to ensure the applicant receives a different test upon re-examination? (Explain what these procedures are in the "Remarks" section)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The SBOC officer examines the CHP 295 in the applicant's file to determine which test(s) were previously recorded as having been taken and chooses from the remaining test(s) that have not yet been selected.
75. Is a CHP 100E, Monthly Activity Report, School Pupil and Farm Labor Safety, completed each month by the SBOC?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
76. Is a supervisor reviewing the CHP 100E form each month?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The SBOC completes the CHP 100E electronically and sends it directly to the Division SBOC and the SBOC's supervisor concurrently by email. The SBOC does not print out and submit the completed CHP 100E to his immediate supervisor for review, approval, and signature.
77. Does the Area have SOP for the Tow Officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
78. Does each tow company have its own file containing a valid Tow Services Agreement (TSA) signed by the commander?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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79. Has the Area conducted, at a minimum, one annual open enrollment meeting with the tow companies to discuss any issues with the forthcoming TSA?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The last annual open enrollment meeting was conducted on 05/18/2010. The Area commander, Lt. T. Tompkins #12543, Sergeant B. Green #10311, SBOC R. McLoud #14832, and PSDSI John Perry A10380 attended the meeting. A roster of who attended the meeting was not available. The Area confirmed failure to attend the meeting results in an automatic cancellation of the tow company's TSA.
80. Does the Area maintain a tow complaint file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
81. Does the Area retain the records for any disciplinary action taken against a tow company?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
82. Does the Area conduct an annual inspection of each tow company's primary and secondary storage facility?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
83. Is the primary storage facility address for each tow company the same as the business address on the CHP 234 form? If not, is the business address listed as a secondary storage facility on the CHP 234 form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 84 through 92 pertain to the Rotation of Special Duty positions review				
84. Does the Area have SOP establishing a minimum/maximum time an officer can remain in a special duty position?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area SOP reflects a maximum tenure of five years for special duty positions.
85. Are special duty personnel being rotated according to the established SOP guidelines?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
86. Has the SBOC been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The current SBOC Officer has been in the position since 01/08/08 (2 years).
87. Has the VIN Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The current VIN Officer has been in the position since 01/08/08 (2 years).
88. Has the Tow Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The current Tow Officer has been in the position since 01/08/08 (2 years).
89. Has the AI Officer(s) been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The current AI Officer has been in the position since 01/08/08 (2 years).
90. Has the Court Officer(s) been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The current Court Officer has been in the position since 11/01/09 (7 months).
91. Has the Evidence Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The current Evidence Officer has been in the position since 01/08/08 (2 years).
92. Has the Front Desk Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The current Front Desk Officer has been in the position since 11/01/09 (7 months).
Questions 93 through 98 pertain to the Unusual Occurrence Log review				
93. Has the command developed SOP to ensure Area personnel follow notification policies and procedures as contained in GO 100.80, Report of Unusual Occurrence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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94. Has the command established an Area specific unusual occurrence log to document high profile/threshold, reportable incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
95. Does the unusual occurrence log document supervisor(s) and manager(s) presence at high profile or threshold events?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
96. Are employees making entries in the unusual occurrence log as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
97. Does the Area SOP outline procedures requiring supervisors to regularly review and evaluate the information documented in the unusual occurrence log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
98. Are controls in place to restrict access to the unusual occurrence log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 99 through 105 pertain to Subpoenas and Court Attendance review				
99. Does the immediate supervisor or designee serve copies of subpoenas to employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
100. Does the Area have a process to ensure proper service of subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
101. Does the command's SOP outline the following:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
• Service of the subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Clerical filing of served subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Court appearance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Court attendance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Disposition requirement of court case on CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
102. Do supervisors routinely attend court proceedings to observe court attendance, proper attire, testimony, and demeanor of Area officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
103. Does the Area have a system in place to monitor court attendance/testimony by employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The sergeants regularly attend court to ensure court attendance and monitor testimony by employees. This is documented on the Sergeant's CHP 112 and the employee's CHP 100. If an officer fails to attend, then the Sergeant addresses this issue with the officer and the appropriate corrective action is taken. The Joshua Tree court does not notify the Area of missed court appearances by officers.
104. Do CHP 415 forms contain the final disposition of cases in the notes section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Two out of 20 CHP 415s reviewed did not contain a final disposition.

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105. Does the Area have a system in place to track the final disposition of cases filed by the Area and is follow-up conducted on missed court appearances?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The court officer uses AIS to track and document the final disposition of criminal cases (misdemeanors and felonies). The court officer checks the San Bernardino Superior Court website every two weeks on pending cases and updates AIS accordingly.
Questions 106 through 109 pertain to the CHP 415, Daily Field Record review				
106. Have reports been entered into AIS, Area Information System, for all activity listed in the "Primary Activity Code" section of the CHP 415 requiring a report? A list of these activities are listed below:				
• 202, DUI Arrest	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: See exceptions document.
• 216F, Felony Arrest-Non-DUI	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
• 216M, Other In Custody Arrest-(Misdemeanor, Non-DUI)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
• VTROLL, Rolling Stolen Vehicle	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
• 555I, Accident Investigation	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
• 555R, Accident Report	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	
107. Are 90% of collision investigations/reports available to the public within eight working days of the incident's occurrence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Sixty eight collision investigations/reports were taken during the review period and 66 (97 percent) were made available to the public within 8 working days.
108. Is the "Notes" section of the CHP 415 used to explain any overtime listed on the left side of the CHP 415, including who pre-approved it?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
109. Is the required information being included in the "Comments" section of the CHP 415, as listed below?				
• <u>Verbal Warning (Verbal)</u> . The section violated, and driver's license number shall also be recorded. If no driver's license is available, obtain the individual's name and date of birth. If neither of the above is available, obtain the vehicle identification number or license plate number.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Six out of 20 (30 percent) of the CHP 415s contained Verbal Warning entries that were missing the required information.
• <u>Motorist Service (MS)</u> . The vehicle license number shall also be recorded. If no vehicle information is available, the vehicle identification number or the last six digits of the vessel number shall be recorded.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Two out of 20 (10 percent) of the CHP 415s contained Motorist Service entries that were missing the required information.
• <u>Aid to Disabled Motorists (ADV)</u> . The vehicle license number shall be recorded.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	One out of 20 (5 percent) of the CHP 415s contained ADV entries that were missing the required information.

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• <u>CHP 422 (422)</u> . The vehicle license number shall be recorded.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	None of the 20 CHP 415s reviewed contain CHP 422 entries.
Questions 110 through 121 pertain to the Secondary Employment review				
110. Does the Area have a CHP 318, Notice of Intent to Engage in Secondary Employment log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
111. Total number of CHP 318 forms on file according to the log				Remarks: One
112. Does each log entry contain the employee's name?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
113. Does each log entry contain the employee's rank or title?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
114. Does each log entry contain the employee's ID number?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
115. Does each log entry contain the name of the employee's secondary employer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
116. Does each log entry contain a description of the secondary employment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
117. Does each log entry contain an emergency contact telephone number for the employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
118. Does the CHP 318 form contain the employee's signature and date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
119. Is the CHP 318 form current as of the last annual evaluation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
120. Does the CHP 318 form contain the Commander's signature and date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
121. Does the CHP 318 form contain the Division Commander's signature and date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 122 through 124 pertain to CHP 18 form review				
122. Do the CHP 18, Receipt of Inconsistent and Incompatible Activities Statement forms contain the most recent and applicable revision date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
123. Is the CHP 18 form current as of the last annual evaluation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
124. Does the CHP 18 form contain the signature, date, and ID number of both the employee and a witness?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 125 through 128 pertain to Substance Abuse Kit review				
125. Does the Area have two Kroll Substance Abuse Kits available and on-hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
126. Does the Kroll Substance Abuse Kit contain the following items: container, waybill receipt, custody and control form, specimen bag, and substance testing action checklist?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
127. Does the substance abuse kits' packaging appear to be sealed and in good condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
128. Are both kits kept in a secure location and available to all supervisors and managers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: